



**FEMA**

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System**

**SAFETY OFFICER (TYPE 1)**

## SAFETY OFFICER (TYPE 1)

### 1. Competency: Assume position responsibilities

*Description:* Successfully assume the role of Safety Officer and initiate position activities at the appropriate time according to the following behaviors.

#### 1a. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: <ul style="list-style-type: none"> <li>● Arrive with go-kit and any additional equipment</li> <li>● Carry out check-in procedures and ensure assigned personnel do the same</li> </ul>	E, F, I		
2. Obtain complete incident and logistical information: <ul style="list-style-type: none"> <li>● Incident name, number, anticipated duration, size, type, responsibilities and expectations</li> <li>● Reporting time and location</li> <li>● Transportation arrangements and travel routes</li> <li>● Contact procedures during travel (telephone/radio)</li> <li>● Expected working conditions</li> <li>● Personal Protective Equipment (PPE)</li> <li>● Security measures</li> <li>● Updated contact information and information links</li> </ul>	E, F, I		
3. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> <li>● Supplies:               <ul style="list-style-type: none"> <li>○ Office supplies appropriate to the function</li> <li>○ Authority Having Jurisdiction (AHJ) identification badge and qualification card</li> </ul> </li> <li>● Reference materials:               <ul style="list-style-type: none"> <li>○ Functional guidelines relative to incident type (agency guidance or other functional guidelines)</li> <li>○ AHJ operations guides or other operational guides</li> <li>○ Position manuals</li> </ul> </li> <li>● Forms:               <ul style="list-style-type: none"> <li>○ Agency-specific forms appropriate to the function</li> </ul> </li> </ul>	E, F, I		

#### 1b. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Identify and coordinate with appropriate external health and safety services: <ul style="list-style-type: none"> <li>● Health department</li> <li>● Environmental protection organization</li> <li>● Transportation department</li> <li>● Fire department</li> <li>● Law enforcement agencies</li> <li>● Risk management office</li> <li>● Occupational safety and health program</li> </ul>	E, F, I		

<b>5. Obtain and review necessary documentation:</b> <ul style="list-style-type: none"> <li>● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU)</li> <li>● Applicable plans and reports</li> <li>● Directories: phone, notification</li> <li>● Written incident status summary</li> <li>● Authorizations: cell phones, rental vehicles, computers</li> </ul>	E, F, I		
<b>6. Receive briefing from the Incident Commander (IC) or outgoing Safety Officer:</b> <ul style="list-style-type: none"> <li>● Meetings and briefings schedule</li> <li>● Situational assessment</li> <li>● Incident objectives</li> <li>● Strategy</li> <li>● Hazards to incident personnel and public</li> <li>● Agencies/jurisdictions involved</li> <li>● Organizational structure</li> <li>● Resources summary</li> <li>● Logistical needs</li> <li>● Ordering procedures</li> <li>● Incident priorities and status: life safety, incident stabilization, property and environment</li> <li>● Timing and scheduling</li> <li>● Expected products</li> </ul>	E, F, I		

**1c. Behavior: Establish or determine organizational structure, resource and staffing needs**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>7. Evaluate staffing needs required to manage the incident:</b> <ul style="list-style-type: none"> <li>● Organize to meet incident management and control needs</li> <li>● Ensure consistency with National Incident Management System (NIMS) organizational structure</li> <li>● Identify training opportunities</li> <li>● Ensure use of established procedures for ordering resources</li> <li>● Request appropriate technical specialists to assist with special incident conditions</li> </ul>	E, F, I		
<b>8. Utilize Assistant Safety Officers (ASO), as necessary:</b> <ul style="list-style-type: none"> <li>● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control</li> <li>● Identify need for ASOs</li> <li>● Order ASOs through appropriate channels</li> <li>● Assign ASOs</li> <li>● Supervise ASOs</li> <li>● Inspect ASO kits and ensure kits contain necessary supplies and PPE to accomplish tasks</li> <li>● Ensure appropriate knowledge and skills to manage potential risk</li> </ul>	E, F, I		

## 2. Competency: Communicate effectively

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

### 2a. Behavior: Ensure the exchange of relevant information during briefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>9.</b> Brief the Operations Section Chief on activities: <ul style="list-style-type: none"> <li>● Assist in identifying hazardous operations activities</li> <li>● As necessary, assign an ASO to exclusively support air operations safety</li> </ul>	E, F, I		
<b>10.</b> Lead staff briefings and debriefings.	E, F, I		
<b>11.</b> Prepare for and participate in briefings: <ul style="list-style-type: none"> <li>● Ensure briefings are accurate, timely and include appropriate personnel</li> <li>● Brief external support organizations</li> <li>● Share and evaluate information</li> <li>● Identify safety hazards and mitigation strategies</li> </ul>	E, F, I		

### 3. Competency: Lead assigned personnel

*Description:* Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

#### 3a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>12.</b> Create a positive work environment: <ul style="list-style-type: none"> <li>• Communicate leader's intent and guidance</li> <li>• Manage incident personnel and their activities effectively</li> <li>• Proactively assume responsibility for the incident and initiate action</li> </ul>	E, F, I		
<b>13.</b> Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> <li>• Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies</li> </ul>	E, F, I		
<b>14.</b> Exhibit principles of duty, respect and integrity as a leader.	C, E, F, I, J, T		
<b>15.</b> Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> <li>• Establish and modify an effective organization based on changing incident and resource conditions</li> <li>• Maintain appropriate span of control</li> <li>• Act as a representative of incident leadership</li> </ul>	E, F, I		

#### 3b. Behavior: Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>16.</b> Communicate with assigned personnel: <ul style="list-style-type: none"> <li>• Communicate priorities, objectives, strategies and any changes</li> <li>• Inform personnel of their assigned tasks and expectations</li> <li>• Clearly explain conflict resolution procedures and ensure that personnel understand</li> <li>• Ensure that assigned objectives and expectations for the operational period are reasonable and accurate</li> </ul>	E, F, I		
<b>17.</b> Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> <li>• Ensure incident situation status information is current and complete</li> </ul>	E, F, I		
<b>18.</b> Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements: <ul style="list-style-type: none"> <li>• Federal, state, local, tribal, territorial and regional relationships, as appropriate</li> <li>• Roles and responsibilities of potential responder agencies</li> <li>• Scope, jurisdiction and authority of potential responder agencies' contingency plans</li> </ul>	E, F, I		

<b>19. Supervise and hold personnel accountable for executing assigned tasks:</b> <ul style="list-style-type: none"> <li>● Identify and promptly resolve disagreements, issues and misunderstandings</li> <li>● Prioritize work while considering immediate support for incident operations</li> </ul>	E, F, I		
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### 3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>20. Demonstrate knowledge of and comply with relevant health and safety requirements:</b> <ul style="list-style-type: none"> <li>● Direct and oversee incident operations to ensure compliance with health and safety considerations and guidelines</li> <li>● Ensure that assigned personnel follow safety guidelines appropriately</li> <li>● Spot-check operations to ensure compliance with safety considerations</li> </ul>	E, F, I		
<b>21. Ensure accountability of all personnel:</b> <ul style="list-style-type: none"> <li>● Coordinate with assigned personnel to conduct personnel accountability checks</li> <li>● Validate accountability with supervisor</li> </ul>	E, F, I		
<b>22. Ensure all personnel are aware of the health and safety aspects of their jobs and carry out their responsibilities in a safe manner based on expected incident duration, size, type, priorities, jurisdictional involvement and resources to protect (such as life, property, infrastructure and environment).</b>	E, F, I		
<b>23. Evaluate mental and physical fatigue of assigned personnel:</b> <ul style="list-style-type: none"> <li>● Ensure adequate rest is provided to section personnel</li> </ul>	E, F, I		
<b>24. Monitor incident personnel for general welfare:</b> <ul style="list-style-type: none"> <li>● Ensure personnel receive appropriate amounts of food, water and rest</li> <li>● Use safe work practices</li> <li>● Monitor use of PPE</li> <li>● Monitor for illness, injuries and fatigue</li> <li>● Evaluate environmental conditions</li> </ul>	E, F, I		
<b>25. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk:</b> <ul style="list-style-type: none"> <li>● Adjust operations in response to hazards, weather and other relevant events</li> </ul>	E, F, I		
<b>26. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage:</b> <ul style="list-style-type: none"> <li>● Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action)</li> <li>● Ensure the protection of Personally Identifiable Information (PII) while reporting</li> <li>● Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel</li> </ul>	E, F, I		

**3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>27.</b> Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access.	E, F, I, J		
<b>28.</b> Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I, J		
<b>29.</b> Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.	E, F, I, J		

#### 4. Competency: Conduct operations and ensure completion of assigned tasks

*Description:* Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

##### 4a. Behavior: Set the incident priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
30. Analyze work assignments and staffing levels to ensure achievement of incident objectives.	E, F, I		
31. Attend and participate in strategy meetings as necessary: <ul style="list-style-type: none"> <li>Assess organizational needs</li> <li>Identify additional resource needs</li> <li>Identify critical factors to ensure incident success</li> <li>Prioritize incident objectives</li> </ul>	E, F, I		
32. Disseminate priorities and expected completion timelines to staff.	E, F, I		
33. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

##### 4b. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Approve completed plans: <ul style="list-style-type: none"> <li>Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives</li> </ul>	E, F, I		
35. Develop a risk assessment and revise as necessary: <ul style="list-style-type: none"> <li>Identify, monitor and mitigate hazards and risks to responders and the general public</li> <li>Coordinate with the IC and relevant staff to take appropriate actions</li> <li>Include cooperating and assisting agencies</li> </ul>	E, F, I		
36. Participate in the planning process: <ul style="list-style-type: none"> <li>Prepare for and participate in planning meetings</li> <li>Assist in the development of plans, as necessary:               <ul style="list-style-type: none"> <li>Long-range</li> <li>Strategic</li> <li>Contingency</li> <li>Demobilization</li> <li>Continuity of Operations Plan (COOP)</li> </ul> </li> </ul>	E, F, I		
37. Prepare a health and safety message for each Incident Action Plan (IAP) and other relevant plans: <ul style="list-style-type: none"> <li>Use information from staff</li> <li>Prepare within the time frames the Planning Section Chief designates</li> <li>List observed or projected risk/hazards by priority</li> </ul>	E, F, I		
38. Prepare incident safety analysis for each operational period: <ul style="list-style-type: none"> <li>Identify risks or hazards with the potential to cause serious accident or injury</li> <li>Coordinate with the Operations Section Chief</li> <li>Review with the Planning Section Chief</li> <li>Use technical expertise to identify and mitigate hazards</li> </ul>	E, F, I		



<b>39. Review and approve relevant plans:</b> <ul style="list-style-type: none"> <li>• Medical</li> <li>• Traffic</li> <li>• Evacuation</li> <li>• Severe weather</li> </ul>	E, F, I		
<b>40. Review, validate and modify plans:</b> <ul style="list-style-type: none"> <li>• Analyze alternate strategies and explain decision</li> <li>• Validate or revise incident objectives</li> <li>• Review information covering health and safety principles, known hazards and importance of all periods</li> <li>• Validate incident organizational structure</li> <li>• Validate incident resource assignments</li> <li>• Review reserve resources</li> <li>• Evaluate immediate support needs</li> </ul>	E, F, I		

**4c. Behavior: Coordinate with all appropriate personnel and stakeholders**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>41.</b> Coordinate with Medical Unit to approve the medical plan.	E, F, I		
<b>42.</b> Establish effective relationships and coordinate with incident personnel: <ul style="list-style-type: none"> <li>• IMT personnel</li> <li>• Other supporting personnel</li> </ul>	E, F, I		
<b>43.</b> Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s).	E, F, I		
<b>44.</b> Solicit relevant health and safety concerns from incident personnel.	E, F, I		

**4d. Behavior: Apply agency policy, contracts and agreements**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>45.</b> Complete all work according to organization/agency direction, policy and incident objectives: <ul style="list-style-type: none"> <li>• Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives</li> </ul>	E, F, I		
<b>46.</b> Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints.	E, F, I		

**4e. Behavior: Make appropriate decisions based on evaluation of gathered information, risks and incident situation and use information to produce outputs and modify approach**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<b>47.</b> Evaluate special conditions, existing or predicted, that require technical expertise, including: <ul style="list-style-type: none"> <li>● Hazards</li> <li>● Reconnaissance</li> <li>● Objectives</li> <li>● Access/egress</li> <li>● Values to be protected</li> <li>● Evacuation/sheltering potential</li> <li>● Communications</li> <li>● Organizational structure</li> <li>● Tactical coordination</li> <li>● Weather and topography</li> <li>● Responder fatigue</li> <li>● Logistical considerations</li> <li>● Jurisdictional responsibilities</li> <li>● Span of control</li> </ul>	E, F, I		
<b>48.</b> Inspect, identify, document and mitigate facilities' risks as appropriate: <ul style="list-style-type: none"> <li>● Conduct a general inspection of incident facilities soon after they become operational</li> <li>● Conduct periodic follow-up inspections to ensure compliance with all health and safety standards</li> <li>● Identify and document all unsafe conditions and report this information to appropriate incident staff</li> <li>● Provide information to appropriate personnel</li> </ul>	E, F, I		
<b>49.</b> Monitor and review information on current and predicted weather conditions obtained from meteorologist.	E, F, I		

#### **4f. Behavior: Ensure documentation is complete**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>50.</b> Document identified risks, hazards and deficiencies: <ul style="list-style-type: none"> <li>● Food and potable water supplies</li> <li>● Vehicle/mechanical equipment</li> <li>● Driver/operator qualifications</li> <li>● Air operations hazards/unsafe conditions</li> <li>● Weather and environmental hazards and risks</li> <li>● Site and workforce security</li> <li>● Health and safety issues</li> <li>● Facility safety issues</li> </ul>	E, F, I		
<b>51.</b> Ensure accident investigation reports are complete and provided to relevant incident staff and local agency/organization: <ul style="list-style-type: none"> <li>● Notify relevant incident staff</li> <li>● Assess and determine level of accident investigation</li> <li>● Include documentation of necessary follow-up actions</li> <li>● Ensure reports are complete and include necessary information</li> <li>● Ensure investigation does not interfere with the Safety Officer's primary duties</li> <li>● Notify law enforcement or other regulatory/ investigatory agencies as appropriate</li> <li>● Initiate follow-up action, as necessary</li> <li>● Recommend need for corrective action based on findings</li> <li>● Initiate immediate corrective action, if necessary</li> </ul>	E, F, I		

<b>52.</b> Maintain and collect personal records related to the incident: <ul style="list-style-type: none"> <li>• Time sheets</li> <li>• Rental records</li> <li>• Accident forms</li> <li>• Property records <ul style="list-style-type: none"> <li>◦ Equipment time records</li> </ul> </li> <li>• Receipts</li> </ul>	E, F, I		
<b>53.</b> Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs: <ul style="list-style-type: none"> <li>• Property loss/damage reports</li> <li>• Agency-required incident reports</li> <li>• Activity log</li> <li>• Changes in strategy and tactics</li> </ul>	E, F, I		
<b>54.</b> Maintain file for health and safety documentation.	E, F, I		
<b>55.</b> Prepare narrative or special reports: <ul style="list-style-type: none"> <li>• At request of incident leadership, prepare narrative report of incident safety concerns that includes: <ul style="list-style-type: none"> <li>◦ Number of injuries and accidents</li> <li>◦ Description of general health and safety situation and problems encountered</li> <li>◦ Description of significant incidents or unsafe situations</li> <li>◦ Recommendations for corrective action</li> </ul> </li> <li>• Provide information regarding responder injuries or deaths on situation reports</li> <li>• Disseminate health and safety information to appropriate personnel</li> </ul>	E, F, I		
<b>56.</b> Provide copies of incident safety analysis to Operations Section and Planning Section.	E, F, I		
<b>57.</b> Review documents for accuracy, timeliness and appropriate distribution.	E, F, I		

**4g. Behavior: Follow established procedures, including health and safety procedures, relevant to given assignment**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>58.</b> Communicate information concerning accidents/serious injuries to the IC, ICS Public Information Officer (PIO), Liaison Officer and other relevant incident staff.	E, F, I		
<b>59.</b> Exercise emergency authority to alter, suspend or terminate unsafe acts: <ul style="list-style-type: none"> <li>• Use direct intervention to correct any extremely dangerous act that personnel perform outside agency regulations, policies, standards and guidelines; follow up with offending individual's immediate supervisor</li> <li>• Contact the responsible supervisor for corrective action on unsafe situations</li> <li>• Discuss significant events with relevant incident staff</li> </ul>	E, F, I		
<b>60.</b> Monitor all operations activities and respond as necessary: <ul style="list-style-type: none"> <li>• Review compliance with agency/organization duty limitations</li> <li>• Monitor to ensure personnel implement and follow safety requirements</li> <li>• Document all identified serious hazards, threats or unsafe conditions</li> </ul>	E, F, I		

<b>61.</b> Monitor operations for compliance with appropriate health and safety requirements.	E, F, I		
<b>62.</b> Recognize limits of knowledge and seek advice or help on health and safety management as appropriate.	E, F, I		
<b>63.</b> Reinforce and monitor corrective actions.	E, F, I		
<b>64.</b> Report unexpected occurrences: <ul style="list-style-type: none"><li>● Obtain information about special hazards or threats from:<ul style="list-style-type: none"><li>○ Subordinates</li><li>○ Personal observation</li><li>○ Other personnel</li><li>○ Operations Section Chief</li></ul></li></ul>	F, I		

**4h. Behavior: Prepare clear, concise assessments regarding hazards, hazard behavior, weather and other relevant events**

<b>TASK</b>	<b>CODE</b>	<b>EVALUATION RECORD #</b>	<b>EVALUATOR INITIALS AND DATE</b>
<b>65.</b> Conduct initial and ongoing assessments to gather information and determine incident health and safety needs.	F, I		
<b>66.</b> During public health emergencies or incidents with illness-related threats, obtain epidemiological trend details and PPE support requirements for personnel.	E, I		
<b>67.</b> During public health emergencies, recommend health resource protection measures, such as vaccinations, prophylaxis or non-pharmaceutical processes.	E, I		
<b>68.</b> Ensure appropriate personnel receive notice of emerging safety hazards.	E, F, I		
<b>69.</b> Ensure safety and safe operation of tools and equipment: <ul style="list-style-type: none"> <li>● Ensure technical specialists periodically review the condition of hand tools to determine whether they are safe for use and remove unsafe tools and power equipment</li> <li>● Conduct periodic inspections to ensure vehicles are up to all mechanical and maintenance standards</li> <li>● Ensure that drivers/operators have proper licenses and follow safety procedures</li> <li>● Document deficiencies and coordinate the mitigation of hazards</li> </ul>	E, F, I		
<b>70.</b> Identify potentially unsafe situations: <ul style="list-style-type: none"> <li>● Monitor all activities to identify any potentially unsafe situations</li> <li>● Take appropriate corrective actions when necessary</li> </ul>	E, F, I		
<b>71.</b> Review medical activity log for injuries and illnesses: <ul style="list-style-type: none"> <li>● Determine trends and make recommendations to incident organization for corrective or preventative action</li> </ul>	E, F, I		
<b>72.</b> Review the injury/illness claims requiring hospitalization or further medical treatment with the appropriate personnel on duty: <ul style="list-style-type: none"> <li>● Review for possible cause and corrective action</li> </ul>	E, F, I		

## 5. Competency: Prepare for demobilization/transfer

*Description:* Demobilize position and transfer position duties.

### 5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>73.</b> Complete all necessary reports and narratives following common standards before turnover: <ul style="list-style-type: none"> <li>● Activity log</li> <li>● Shift change</li> <li>● End of operational period</li> <li>● Reassignment</li> <li>● Deactivation/demobilization</li> </ul>	E, F, I		
<b>74.</b> Complete the process for demobilizing position responsibilities: <ul style="list-style-type: none"> <li>● Brief and provide complete and accurate records to relief personnel</li> <li>● Discuss equipment release considerations</li> <li>● Provide information to supervisor to assist with decisions on release priorities</li> <li>● Coordinate with appropriate partners regarding demobilization procedures</li> <li>● Brief personnel on demobilization responsibilities</li> <li>● Ensure personnel demobilize in a timely and complete manner</li> <li>● Emphasize safety and accountability during this phase of operations</li> </ul>	C, E, F, I, J, T		
<b>75.</b> Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: <ul style="list-style-type: none"> <li>● Inform assigned personnel</li> <li>● Notify incoming personnel when and where transition of positions will occur</li> <li>● Conduct transition effectively</li> <li>● Document follow-up action and submit to agency representative</li> </ul>	E, F, I		
<b>76.</b> Participate in transition or incident closeout: <ul style="list-style-type: none"> <li>● Conduct debriefings with agency administrator(s) as requested</li> <li>● Close out incident as appropriate for the AHJ</li> </ul>	E, F, I		

### 5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<b>77.</b> Participate in the development, approval and implementation of the demobilization plan: <ul style="list-style-type: none"> <li>● Coordinate with appropriate partners regarding demobilization procedures</li> <li>● Coordinate needs and responsibilities</li> </ul>	E, F, I		
<b>78.</b> Review demobilization plan to ensure it incorporates appropriate health and safety guidelines.	E, F, I		